



California Department of Corrections
INFORMATIONAL BULLETIN

**Subject: ANNOUNCE CDC FORM 3016,
THREATS AGAINST STAFF
ANALYSIS SUMMARY**

Number:

02/07

Date Issued:

March 27, 2002

The purpose of this Informational Bulletin is to officially announce the new California Department of Corrections' (CDC) Form 3016, Threats Against Staff Analysis Summary.

The CDC Form 3016 (02/02) will be used to evaluate Threats Against Peace Officers assigned to Parole and Community Services Division (P&CSD) and shall be a supplement to the CDC Form 1662, Incident Report. Threats Against Staff incidents, as outlined in Department Operations Manual, Section 81050, cites specific measures for minimizing or eliminating danger to employees.

Effective upon receipt of this bulletin, CDC Form 3016 shall be submitted for all threats against staff incidents to evaluate and document the threat and its seriousness and potential danger to the employee. CDC Form 3016 shall be used by Unit Supervisors, District Administrators, and Regional Administrators.

The Regional Parole Administrator shall conduct the final review of the CDC Form 3016 for clarity and content, and either approves the report as written or if additional information is required, contact the District Administrator. The completed CDC Form 3016 shall be forwarded to P&CSD Headquarters' executive staff for review and final approval.

CDC Form 3016 (02/02) will be a one page form printed on 8 ½" X 11" white bond paper and may be ordered from Prison Industry Authority on a CDC Form 1853. The form will be available in sets of 500.

Please notify all persons concerned of the contents of this bulletin. You may direct any inquiries to Craig Toni, Parole Agent III, Field Operations Support Program, P&CSD, at (916) 323-4074.

RICK GRENZ, Chief



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Regulation and Policy Management Branch
Office of Correctional Planning